

West Virginia

Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

West Virginia Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

Annex AAAA-Disaster Housing

ANNEX AAAA

DISASTER HOUSING

A. PURPOSE

1. When natural or man-made disasters destroy or damage residential areas, some of the affected population may be unable to make alternate housing arrangements. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, authorizes the provision of housing assistance be provided to displaced individuals and families until other suitable housing becomes available.
2. Eligibility for assistance is based on need. This need may be caused by disaster related uninhabitability of a primary residence combined with the lack of adequate insurance coverage. Applicants should be encouraged to take the initiative for obtaining temporary housing assistance. Ineligibility relates only to the criteria for temporary housing assistance and does not mean that repairs are not needed. The form of assistance should not exceed the eligible applicants' minimum requirements.

B. CONCEPT OF OPERATION

1. The State may administer all or part of the disaster-housing mission if requested to do so by the Federal Emergency Management Agency.
2. Prior to administering the program, the State must submit an operational annex; which must be reviewed and approved by the FEMA III Regional Director within three days of the declaration or the State will not be permitted to administer the program. (44 CFR, Part 206.101).
3. The following conditions make residents of Presidentially declared areas eligible for temporary housing assistance under PL 93-288, as amended, except as listed in paragraphs 4 and 7 below.
 - a. The primary residence in which the applicant was living at the time of the disaster is destroyed.
 - b. The primary residence has incurred health and/or safety hazards as a result of disaster-related damage or extended interruption of major utilities.
 - c. The primary residence is inaccessible due to travel restrictions in the disaster area or other access impediments; for example, road or bridge washouts.
 - d. They are evicted from rental property as a result of the owner's personal need as a result of the disaster.

- e. Eviction is threatened due to financial hardships directly resulting from the disaster, which makes continuation of mortgage or rental payments impossible.
 - f. The FEMA Administrator or his/her designee determines that other circumstances necessitate temporary housing assistance.
4. Temporary housing assistance (PL 93-288, as amended) includes:
- a. Unoccupied, available housing owned or leased by the Federal government: rental units, mobile homes or other readily fabricated residences.
 - b. Mortgage or rental payments to or on behalf of disaster victims threatened with loss of housing.
 - c. Federal expenditures to return to habitable condition owner-occupied private residences which can be restored quickly with minimal repairs.
 - d. Transient accommodations.
5. Temporary housing assistance shall not be provided:
- a. To an applicant who is displaced from other than a primary residence.
 - b. To an applicant who is displaced solely as a consequence of a redevelopment program undertaken by a community;
 - c. When the residence in question is habitable or only minor safety hazards exist;
 - d. When the applicant owns a secondary, vacation or recreational residence, or unoccupied rental property that can be considered adequate alternate housing.
6. Disaster victims have 60 days from the date of declaration to file applications for housing assistance, unless extended by the FEMA III Regional Director. Applications for mortgage or rental payment assistance may be filed up to one year from the date of declaration.
7. Disaster housing assistance will include living kits (containing cooking utensils, bed linens, and other basic household items) and/or furniture (such as bedroom, living room, and kitchen furnishings) for eligible applicants who require such items to occupy a suitable housing unit. These may be provided either through an Individual and Family Grant (IFG) or through the various volunteer agencies.
- a. Items provided shall be of average quality and constructions.

- b. Luxury items shall not be provided.
 - c. Household items are considered expendable.
 - d. Furniture shall be obtained in the most practical manner.
 - (1) Will be provided for the duration of the temporary housing assistance.
 - (2) For home repair recipients not to exceed 90 days from the date of delivery of materials to complete construction unless otherwise extended.
 - e. Where items are purchased by the Federal government they remain its property and may be disposed of by provision of 205.52(n)(3):
 - (1) Selling the item(s) to the occupant at a fair and equitable price based on the market value of the item;
 - (2) Disposed of in accordance with Federal property management procedures.
8. Assistance shall not be granted to an applicant if such assistance has been provided by any other source. Assistance shall not be granted where insurance proceeds are available.
- a. Exceptions:
 - (1) There is uncertainty as to whether the insured benefits will be paid; or
 - (2) Payment of all or part of the insured benefits applicable to home repairs may be substantially delayed; or
 - (3) When an item in the scope of work is not covered in full or any part of insurance.
9. FEMA has determined that requirements of the Flood Disaster Protection Act as amended do not apply to home repairs.
10. Procedures
- a. Applications will be taken over the telephone through the National Teleregistration Center (NTC) and submitted to the DFO for:
 - (1) Logging of applications
 - (2) Screening for priorities and special handling

- b. Damage assessments will be made to determine eligibility. If ineligible, the applicant will be notified.
- c. Determination of eligible applicants will be classed into the following programs:
 - (1) Home repair
 - (a) Price out damage according to predetermined damage values.
 - (b) Notify applicant of amount of Home Repair Grant.
 - (c) Determine need for transient accommodations.
 - (d) Appropriate State agency will process the Home Repair Grant within five days.
 - (2) Temporary Housing
 - (a) Determine existing permanent resources.
 - (b) Mobile home, as per Appendix 1.
 - (3) Recertification will be performed by the WV Department of Health and Human Resources within 30 days on pre-disaster renters and within 90 days of all other applicants.

Caseworkers from the WV Department of Health and Human Resources will be assigned to each applicant. He/She will follow applicant through the entire housing operation. To include, but not limited to applicant contact, resource inventory, site evaluation, set up inspection and placement in temporary housing.

Federally Provided Temporary Accommodations:

- 1. When existing resources cannot house all eligible applicants, the Federal government may provide mobile homes or other prefabricated residences. These units may be placed on the following kinds of sites: (State participation is requested to the extent possible)
 - a. Private sites, land that is owned or leased by displaced victims and thus obtained by the applicant at no cost to the government. Such sites are authorized at government expense when such actions will provide more cost effective, timely and suitable temporary housing than other resources. (See Appendix 1).
 - b. Commercial sites, such as existing mobile home parks. When it is determined by the associate director that upgrading or the installation of utilities will provide more cost-effective, timely and suitable temporary housing then such actions may be authorized at Federal expense. (See Appendix 1).

- c. Group site on land owned, purchased or leased by a public agency.
 - d. Sites shall be developed and owned in cooperation with the West Virginia Housing Development Fund, so they may become permanent risk free housing resources.
- 2. The FEMA Administrator may authorize the development of group sites at 25% State/75% Federal expense, when such action is determined to be in the public interest.
- 3. Occupants of temporary housing (mobile homes or rentals) are responsible for utility use costs.
- 4. The Disaster Housing Program assists temporarily displaced occupants to secure permanent housing.
- 5. Program representatives review the housing situation of temporary housing occupants at least once every 90 days to determine continued eligibility for temporary housing assistance.
- 6. Eligible occupants pay no fees for temporary housing accommodations during the first twelve months of occupancy. After this period, rental fees are based upon fair market value of the accommodations, the occupant's financial ability and the occupant's family size and composition.
- 7. Mobile homes owned by the government may be sold directly to occupants (individuals or families) for use as permanent housing, based on the unit's fair market price as determined by FEMA and the occupant's ability to pay. The following conditions must be met:
 - a. The purchaser will use the unit as his/her primary residence.
 - b. The unit fulfills requirements for family size and composition.
 - c. The purchaser has adequate resources to purchase and, if necessary, relocate the unit.
- 8. Adjustments to the sales price of mobile homes to take into consideration the financial ability of the purchaser should be utilized only when both the following conditions are met:
 - a. There is a need to purchase the unit for use as the purchaser's primary residence because adequate alternative housing is unavailable.
 - b. Where it is beyond the individual's personal resources, and yet they are unable to obtain sufficient funds through insurance proceeds, disaster loans, grants, and commercial lending institutions to cover the sales price.

9. When utilizing existing resources, payment for such utilization of government-owned or assisted properties shall be in accordance with a memorandum of understanding between FEMA and other governmental agencies.
10. In no instance shall the sale price be less than \$1.00 with all such sales approved by the Regional Director.
11. Mobile home shall be sold "as is, where is" except where repairs are necessary to protect health and safety. Improvements may be completed prior to the sale. There shall be no implied warranties.
12. The Federal financial and operations responsibility for a temporary housing assistance program will not exceed 18 months from the date of declaration of a major disaster, unless otherwise extended by the Associate Director of FEMA.

Home Repair Program:

1. Home repairs may be provided to those eligible applicants:
 - a. Who are owner-occupants of the primary residence to be made habitable;
 - b. Whose property can be made habitable by repairs to the essential living area within 30 days following the feasibility determination. The FEMA III Regional Director may extend this period.
 - c. Whose primary residence can be made habitable within the amount required to assist a typical household in an existing resource for 12 months.
2. Only homeowners living in their primary residences at the time of the disaster are eligible for the home repair program. Applicants must agree to reimburse the Government for the cost of the repairs (or replaced items) if resources, including insurance, covering the repairs are received.
3. The type of eligible repairs and cost limits for the home repair program vary with the location and nature of a disaster. The FEMA III Regional Director is responsible for notifying the State of the type of eligible repairs and cost limits.
4. Eligible applicants may receive assistance through one or a combination of the following methods:
 - a. Direct payments issued by the Treasury of the United States, within a reasonable time frame, limited to reasonable costs for repairs and replacement in the locality as determined by the FEMA III Regional Director or his/her designee. A notification letter should be sent via certified mail to each eligible applicant.
 - b. Provisions of materials and replacement items.

- c. Government awarded repair contracts, when authorized by the Associate Director of FEMA.
5. Home repairs are limited to those that make a residence habitable and are not repairs or corrections to pre-existing defects or damages unrelated to the disaster. However, home repairs will conform to State and local building codes, specifications and standards.
6. Since the Home Repair Program does not provide for the repair or replacement of cosmetic or aesthetic features, such as wallpaper, painting, hardwood or other finished flooring, draperies and landscaping; the applicant must complete total restoration with other resources. Potential sources of assistance include Small Business Administration, Farm Service Agency Loans and Individual and Family Grant programs.

Mortgage or rental payments:

1. The Disaster Housing Program provides assistance with mortgage or rental payment only in financial hardship caused by a major disaster.
2. Assistance will be provided for the duration of financial hardship or a maximum of one year, whichever is less.
3. Applicants must present written proof of threatened foreclosure, contract of sale cancellation or a termination of lease entered into prior to the disaster.

Duplication of Benefits (DOB):

1. Authority:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended and the Temporary Housing Assistance Program Regulations, 44 CFR 205.52(d). Section 315 requires that no individual shall receive Federal assistance for any part of a loss suffered as a result of a major disaster if the individual receives compensation from insurance or any other source for that loss. Whenever it is determined: (1) that an individual has received assistance under PL 93-288, as amended, and also from another source for the same loss, and (2) that the amount received from all sources exceeds the amount of the loss, the individual is required to reimburse the Government for that part of assistance which is deemed excessive. The amount of reimbursement shall not exceed the amount of government assistance received.

2. Duplication of Benefits Impact on Temporary Housing Assistance:
The Temporary Housing Assistance (THA) Program is affected by the legislation requirements in Section 315 in several ways. Applicants are required to obtain insurance benefits before receiving THA and are encouraged (but not required) to seek assistance from the volunteer agencies participating in the recovery effort.

Thus, when an applicant receives assistance from one or both of these sources that could also be provided by THA, the potential for duplication exists. In addition, there are several disaster assistance programs that provide assistance which would duplicate that which is provided by THA. These would be the loan programs administered by the Small Business Administration (SBA), Farm Service Agency (FSA), and the State-administered Individual and Family Grant Program (IFG). The necessity for the exchange of information among these various programs is essential. There are a number of THA program areas where duplication may occur. These are:

- a. Existing Resources (including private rentals, transient accommodations and mobile homes). Potential duplication exists because American Red Cross provided emergency shelter/housing following a disaster and there are benefits available under Additional Living Expense (ALE) provision in the homeowners insurance policy. If THA assistance was provided and the applicant also received the same assistance from either of the above, the THA Program is responsible for recovery.
- b. Home Repairs Program. Potential duplication exists because insurance policies may cover the same repairs as those in the Home Repairs Program scope of work. Similar repairs may be provided by volunteer agencies participating in the recovery effort. If THA assistance was provided and the applicant also received that same assistance from either of the above, the THA Program is responsible for recovery. In order to help avoid further duplication, the SBA, FSA and IFG should be notified when home repairs are provided because their programs may also provide similar assistance. However, if they do provide assistance, it is their responsibility to recover since THA precedes them in the sequence of disaster assistance.
- c. Supplemental Assistance. Potential duplication exists because American Red Cross and insurance benefits may provide items similar to the THA household kits and furniture (if the furniture is sold to the applicant). This would require recovery by the Temporary Housing Assistance Program. Similar assistance may also be provided by SBA and/or IFG program by recovery would be the responsibility of those programs if duplication occurs because of their position in the delivery sequence.

3. General: The following are the basic elements of DOB policies:

- a. In each disaster response operation, every reasonable effort must be made to avoid duplication of benefits, and to recover benefits where duplication has occurred.
- b. Duplication has occurred when the applicant receives insurance benefits for the same type of assistance provided by FEMA (i.e., Additional Living Expenses vs. transient accommodations or an existing or structural repairs vs. home repairs). A detailed review (item by item) is not required; only the

total amount of assistance received should be compared to determine if duplication has occurred.

- c. A system of information exchanges among assisting agencies and between those agencies and insurance industry will be established.
- d. Temporary housing assistance begins when assistance provided by the volunteer agencies is no longer provided and/or insurance benefits are exhausted.
- e. A system of verifying the insurance benefits available or the information contained in the certifications by the applicants will be established; a sampling technique is adequate verification. A minimum of 5 percent is to be sampled.

4. Responsibilities. The FEMA III Regional Director is responsible for assuring that the staff who are required to be in contact with disaster victims are trained in the procedures established for DOB. The SCO is responsible for establishing a system to identify all potential areas of duplication and instances where duplication of benefits has occurred. In the event duplication has occurred, the SCO has the responsibility to establish a procedure to recover funds. The activities required to implement the DOB policy are:

- a. Identification of applicants who have insurance;
- b. Explanation to applicants of the program policy on insurance coverage;
- c. Determination if temporary housing assistance is required based on applicant's insurance information at the time of the pre-placement interview;
- d. Receipt of information from agencies, especially the American Red Cross, on assistance provided;
- e. Distribution of information to other agencies, especially the SBA, FSA, State agency administering the IFG program and the American Red Cross when required;
- f. Calculation of the amount of duplication by comparing the dollar value of the THA provided to the dollar value of similar assistance provided by the volunteer agencies and/or insurance;
- g. Implementation of procedures for recovery of benefits which duplicate voluntary agencies and insurance proceeds;
- h. Development of a system to ensure documentation of activity involving the assistance provided to applicants.

5. **Coordination to Avoid Duplication of Benefits.** At the earliest possible time, the Temporary Housing Official should establish a working relationship with those agencies who are involved in duplication of benefits. A meeting should be arranged through the appropriate official at the Disaster Field Office that would include THA, SBA, FSA, the State agency administering the IFG program, the State Insurance Commissioner and the appropriate Federal Insurance Administration official. The purpose of the meeting is to reach agreement on the guidelines for the dissemination of applicant information. A separate meeting with the State Insurance Commissioner may be advantageous depending on the level of previous disaster activity in the State.
 - a. **Interagency Coordination.** There should be agreement between Temporary Housing and the SBA, FSA and IFG staffs on the process to be followed to avoid duplication. The latter agencies should be advised when home repairs or furniture assistance has been provided. Information regarding the specific assistance received should be provided together with the Home Repairs specifications and a copy of the document indicating that furniture has been provided. If the status of an applicant changes and SBA and/or IFG have been notified of the initial status, a new notification must be provided (e.g., an ineligible applicant is determined eligible after the appeal and now will receive assistance).
 - b. **Volunteer Agencies.** There should be a procedure established to assure that Temporary Housing Assistance does not duplicate the benefits given by any of the volunteer agencies. Of particular concern are families who have been placed in mass shelters or short-term housing, as well as those given furniture and household items.
6. **Insurance.** At the time of filing an application, applicants are questioned to determine the extent of their insurance coverage, if any, and the expected date of a full or partial settlement. The Insurance Inquiry should be used to document the applicant's insurance status and should be updated as needed. Updates would normally occur at the PPI, at the time of move in and possibly at the recertification. If insurance benefits are available the following should apply:
 - a. If the insurance appears to be adequate (ALE plus repair/replacement available) then no assistance will be provided - the applicant is ineligible.
 - b. If the insurance benefits are delayed (a full or partial payment is not expected within 14 days) then assistance may be provided with the understanding by the applicant that (s)he must make reimbursement as soon as the insurance benefits are received. If insurance benefits are delayed, the applicant should, where possible, obtain a written statement from the insurance agent or provide the agent's name and telephone number so that the delay can be verified.

It may be advantageous to initiate an advocacy role on behalf of disaster victims

with the insurance industry working through such established channels as the State Insurance Commission or the American Insurance Association (AIA). The purpose of this role is to assure, as much as possible, that the disaster victims receive the insurance benefits to which they are entitled, thus avoiding DOB.

7. **Recovery of Funds.** Every reasonable effort shall be made to recover any monies that represent duplication of benefits. The amount to be recovered should be the actual housing cost or the amount of the insurance settlement for like assistance, whichever is less. If no rent is being paid the amount to be paid to the Government should be the fair market value of comparable accommodations on the open market or the amount of the insurance settlement for like assistance, whichever is less. In the instance of Government-owned mobile homes, it should be understood that the determination of value should not include any attempt to amortize the costs involved in transportation site development, or set-up, nor the cost of pad rental. The value should be determined based on the fair market rent for mobile homes of equal size.

When it is determined that duplication has occurred, the applicant must be notified by certified mail. The letter should include an explanation of what has occurred, a reminder of the agreement to repay that is found on the application, the amount owed to the State, directions on where to send the money and to whom it should be made payable, when it is due, and a contact name and telephone number. Time frames or methods of collection may be adjusted, e.g., that applicant may make a lump-sum payment or installation payments based on a repayment schedule. If payment has not been received within 60 days of notification, another letter will be sent indicating that the applicant has 30 days to make payment arrangements or legal action will be taken

8. **Verification Review.** As a quality control function, a review should be made of the eligible applicants to assure that the insurance information is correct, that applicants did not receive duplicate assistance and that the collection process for duplicated assistance is being followed. Wherever duplication is found, the collection process must be initiated.

C. TASK ASSIGNMENTS

1. The WV Office of Emergency Services requests/directs the various assistance providing agencies to perform a preliminary damage assessment based upon the information provided by the local Emergency Services Directors.
2. Based on the preliminary damage assessment, nature of the disaster and data on existing resources/transient accommodations, the Governor determines that the ability of local and state resources to meet temporary housing needs in the affected areas has been exhausted. When such resources are insufficient, he may request a Presidential emergency or major disaster declaration.

2. The West Virginia Housing Development Fund (WVHDF) has the following responsibilities:
 - a. Level 1
 - (1) Conditions
 - (a) <10% destroyed, 80% repairable, <20 units destroyed
 - (b) Probable availability of rental or “double up” units for temporary housing
 - (2) WVHDF Response
 - (a) The Home Emergency Loan Program (HELP) Program made available 6-8 weeks after disaster
 - (b) Notice to all maximum IFG grant recipients
 - (c) Minimal advertisement
 - b. Level 2
 - (1) Conditions
 - (a) 10-25% destroyed >50% repairable. 20-50 units destroyed
 - (b) Inadequate number of units for temporary housing: number not large enough for trailer parks; flood safe sites (>100 year) available
 - (2) WVHDF Response
 - (a) HOME + HOME CHDO programmed for small subdivision and home financing programs
 - (b) Applications, taken in disaster centers, FEMA payments used for down payments and/or flood safe site acquisition.
 - c. Level 3
 - (1) Conditions
 - (a) >25% destroyed, 50% or less repairable, >50 units destroyed
 - (b) clear need for temporary housing units: number in excess of 50, usable flood safe sites not available

(2) WVHDF Response

- (a) Draw on reserves to develop FEMA sites/provide trailer: 75% federal cost share, for most basic park design, will probably cover only 50% of real cost; Identify/Acquire/Develop in 4-6 weeks maximum time frame.
 - (b) Hire site management contractors who are capable of maintaining the site.
- 4. The Division of Highways assists in making financial arrangements for the state to acquire land for group sites.
- 5. The Department of Health and Human Resources is responsible for:
 - a. Determining the appropriate sites and approve systems of water supply and sewage disposal for group sites.
 - b. Inspecting group sites to determine their suitability for sewage treatment and water supply.
 - c. Reviewing and approving plans for group site development.
 - d. Inspecting individual mobile home group sites when requested, to insure they meet all WV Code requirements, regulations and Department of Health and Human Resources design standards.
 - e. Inspecting, making recommendations and approving reconstruction of septic tank systems when requested and authorized under the Home Repair Program.
 - f. Providing criteria for repairs to existing water wells or construction of new wells, when authorized under the Home Repair Program.
 - g. Testing potability and purity of water in repaired wells; disinfecting flooded wells.
 - h. Approving emergency and/or temporary drinking water systems and proper sewage disposal systems.
 - i. Working with FEMA through the State Office of Emergency Services to prevent the duplication of benefits (DOB).
- 6. The Division of Motor Vehicles/Highways has primary responsibility for obtaining waiver of normal transportation restrictions, when necessary to facilitate the movement of mobile homes or other prefabricated residence over roads within the

State.

7. The West Virginia State Police has primary responsibility for facilitating movement of mobile homes or other prefabricated residences over roads within the State as well as maintaining order within the disaster affected area.
8. The Department of Health and Human Resources through its local offices, assigns Housing Officers to serve group site residents. Health and Human Resources area offices may locate displaced clients by sending the names of clients that are unable to locate to the Housing Disaster Field Office serving their area.

D. AUTHORITIES AND REFERENCES

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. Code of Federal Regulations, Title 44
3. HUD Handbook, 3201.1, Disaster Temporary Housing Program, Phase I, Applicant Assistance
4. HUD Handbook, 3201.1, Disaster Temporary Housing Program, Phase II, Applicant Assistance
5. 44 CFR Part 9, Floodplain Management and Protection of Wetlands"
6. 44 CFR Part 206.101, et.Sequ...."Temporary Housing"
7. FEMA Instruction Number 8620.1 (Jan. 17, 1984), "Authorization for Cash Payments"
8. DR & R 20, Mobile Home Sales Handbook
9. HUD Handbook 3201, Mortgage and Rental Assistance
10. West Virginia Temporary Housing Assistance Plan

ANNEX AAAA
APPENDIX 1
MOBILE HOME SITE ANALYSIS

Site Name: _____ Project No. _____

Sponsor: _____ Units: _____

Site Location: _____

Site Owner: _____ Phone No. _____ Price: _____

Report Prepared By: _____ Date: _____

APPROVAL: _____ REJECTION: _____

Any conditions of approval or reasons for rejection:

1. _____
2. _____
3. _____
4. _____

(continue on separate sheet, if necessary)

I. SITE EVALUATION

A. Physical Characteristics

- | | |
|------------------------------|-----------------------------------|
| 1. Shape: _____ | 6. Foliage: _____ |
| 2. Total Acres: _____ | _____ |
| 3. Useable Acres: _____ | _____ |
| 4. Contour: N. Portion _____ | 7. Apparent Easements: _____ |
| E. Portion _____ | _____ |
| S. Portion _____ | 8. Unusual Site Conditions: _____ |
| W. Portion _____ | _____ |
| 5. Present Use: _____ | _____ |
| _____ | _____ |
| _____ | 9. Flood Plain: _____ |
| _____ | _____ |

(see attached site sketch)

B. Site Location

- | | |
|----------------------------|--------------------------------|
| 1. Community Center: _____ | 8. Schools: _____ |
| miles to _____ | _____ miles to grade school |
| 2. Major Highways: _____ | _____ miles to jr. high school |
| miles to _____ | _____ miles to high school |
| 3. Major Street: _____ | 9. _____ miles to _____ |
| | _____ miles to _____ |

- to _____
4. Convenience Shopping: _____
5. Major Shopping: _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
6. Employment: _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
7. Recreation and Entertainment: _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____

- _____ miles to _____
- Ambulance service: _____
 Yes _____ No _____
10. Community Facilities: _____
 _____ miles to _____
 _____ miles to _____
 _____ miles to _____
11. Public Transportation y n _____
 _____ miles to _____
 _____ miles to _____

(See attached location map)

C. Adjoining Land Uses

North: _____
 East: _____
 South: _____
 West: _____

D. Access

Street/Road Name: _____
 Width of Pavement: _____
 Condition: _____
 Type of Surface: _____
 Nearest Adequate Access: _____

D. Zoning

Current Zoning: _____
 Variances Required: _____

F. Mineral Rights: _____

E. Utilities

Type	Company	Contact Person	Line Size	Distance To	Adequacy Of Line	Adequacy of Service
Electric						
Gas						
Water						
Sanitary Sewer						
Storm Sewer						
Telephone						
Sewer Treatment Plant Required: _____yes _____no						
Distance to Adequate Stream: _____						

ANNEX AAAA
APPENDIX 1
(Continued)

F. Neighborhood: _____

Conclusion of Site Evaluation: _____

West Virginia

Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

Annex BBBB- Disaster Unemployment Assistance

ANNEX BBBB

DISASTER UNEMPLOYMENT ASSISTANCE

A. PURPOSE

1. Wage earners consider loss of income an emergency situation even under non-disaster circumstances. For disaster victims who become unemployed, the need for employment compensation becomes even more critical due to other hardships caused by the disaster.
2. Individuals unemployed as a result of a major disaster are eligible for Disaster Unemployment Assistance (DUA) when authorized by the President. This annex describes the policies, procedures and responsibilities for implementing the Disaster Unemployment Assistance program.

B. CONCEPT OF OPERATIONS

1. Disaster Unemployment Assistance may be made available to individuals unemployed as a result of a major disaster. The West Virginia Bureau of Employment Programs has primary responsibility for administering this program.
2. The Bureau of Employment Programs, Unemployment Compensation Division, assesses unemployment resulting from the disaster. The Governor will base his formal application to the President for DUA funds with this information.
3. In the event of a major disaster, the Bureau of Employment Programs assembles an Emergency Workforce Office from its regular personnel.
4. As soon as an affected area is declared eligible, the Bureau of Employment Programs Commissioner, in coordination with the FEMA Public Information Office, publicizes the availability of DUA benefits. Individuals must apply within 30 days of the Commissioner's announcement.
5. The Bureau of Employment Programs may assign personnel to take claims applications at Disaster Recovery Centers.
6. When Disaster Recovery Centers close, an office is set up to receive applications when no permanent Bureau of Employment Programs field office is located within the disaster area.
7. Eligible individuals may receive DUA benefits for up to one year after the major disaster declaration. If the individual is re-employed during this period, benefits are discontinued.
8. Benefits shall not exceed the maximum weekly amount authorized under the unemployment compensation law of West Virginia and are reduced by the amount of

regular unemployment compensation or of private income protection insurance available to the individual.

9. The Bureau of Employment Programs Job Service also provides re-employment assistance services to disaster victims.

C. TASK ASSIGNMENTS

1. The West Virginia Bureau of Employment Programs has total responsibility for implementing Unemployment Assistance provided by PL 93-288, as amended, Title IV, Section 407. The following tasks are to be performed by the Bureau of Employment Programs.
 - a. Provide unemployment information to the Governor;
 - b. Train personnel to work with disaster victims.
 - c. Administer the DUA program;
 - d. Provide reemployment services to disaster victims.

D. COORDINATION AND REPORTING

1. The Bureau of Employment Programs is responsible for a daily report to the FEMA Individual Assistance Officer, indicating:
 - a. Number of claims filed;
 - b. Number of claims approved (including amounts approved);
 - c. Number of claims disapproved;
 - d. Number of claims pending.

E. AUTHORITIES AND REFERENCES

1. Rules prescribed by the U.S. Department of Labor in accordance with the West Virginia - U.S. Department of Labor Agreement.
2. PL 93-288, Section 407, as amended, "Unemployment Assistance"
3. Code of Federal Regulations, Title 20, as amended
4. Code of Federal Regulations, Title 44, as amended

West Virginia Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

Annex CCCC- Individual and Family Grant Program

ANNEX CCCC

INDIVIDUAL AND FAMILY GRANT PROGRAM

A. PURPOSE

1. Individuals and families may be financially unable to meet necessary expenses or serious needs as a result of a major disaster. Federal law authorizes grants to disaster victims with disaster related expenses and needs which cannot be met through other available governmental disaster assistance programs.
2. The Federal share of a grant to an individual or family under this program shall be equal to 75% of the actual cost of meeting such an expense or need and shall be made only on condition that the remaining 25% of such costs is paid to the individual or family from funds made available by the State. No individual or family shall receive any grant or grants under this program aggregating more than a maximum amount established by Federal regulation with respect to any one major disaster.
3. Federal law prohibits the duplication of benefits, and requires that each program contain provisions to prevent duplication. If disaster assistance is available from other means (such as SBA or USDA), individuals and families must apply for such assistance and either be denied or have unmet needs after receiving the assistance in order to receive a grant. The grant program is not intended to indemnify disaster losses or to permit purchase of items or services that may generally be characterized as nonessential, luxury or decorative.

B. CONCEPT OF OPERATIONS

The "Concept of Operations" Section presents an overview of the Individual and Family Grant (IFG) Program's policies and regulations. The State's Individual and Family Grant Program administrative procedures and organization is more fully covered in the West Virginia Administrative Plan for Individual and Family Grant Program.

1. To qualify for the IFG program, an individual or family representative must:
 - a. Make application to all applicable available governmental disaster assistance programs for assistance to meet a necessary expense or serious need and be determined not qualified for such assistance, or demonstrate that the assistance received does not satisfy the total necessary expense or serious need;
 - b. Not have previously received or refused assistance from other means for the specific necessary expense or serious need, or portion thereof, for which application is made; and

- c. Certify to refund to the State that part of the grant for which assistance from other means is received, or which is not spent as identified in the grant award document.

2. Eligible categories in the IFG program:

- a. Housing: with respect to primary residences (including mobile homes) which are owner-occupied at the time of the disaster, grants may be authorized to:
 - (1) Repair, replace or rebuild;
 - (2) Provide access;
 - (3) Clean or make sanitary;
 - (4) Remove debris from such residences, is limited to the minimum required to remove health or safety hazards from, or protect against additional damage to, the residence; and
 - (5) Provide or take minimum protective measures required to protect such residences against the immediate threat of damage.
- b. Personal property such as:
 - (1) Clothing;
 - (2) Household items, furnishings, or appliances;
 - (3) Tools, specialized or protective clothing, and equipment that are required by an employer as a condition of employment;
 - (4) Repairing, cleaning or sanitizing any eligible personal property item; and
 - (5) Moving and storing to prevent or reduce damage.
- c. Transportation. Grants may be authorized to provide public transportation and to repair/replace private vehicles and bridges.
- d. Medical or dental expenses.
- e. Funeral expenses. Grants may include funeral and burial (and/or cremation) expenses.
- f. Cost of enrolling certain applicants in a group flood insurance policy.

- g. Minimization measures required by owner-occupants to enable them to receive assistance from other means; and enable them to comply with a community's floodplain management regulations.
 - h. Cost for estimates required for eligibility determinations under the IFG program. A grant in this category may not exceed the customary charges for such services in the disaster area.
 - i. Other.
- 3. Ineligible categories in the IFG program:
 - a. Business losses, including farm businesses and self-employment.
 - b. Improvements or additions to real or personal property except those required to comply with a community's floodplain management regulations.
 - c. Landscaping
 - d. Real or personal property used exclusively for recreation.
 - e. Financial obligations incurred prior to the disaster.
 - f. Insurance deductibles.
- 4. The State shall develop a plan for the administration of the IFG program that must be approved by the FEMA III Regional Director.
- 5. The Governor must, either in the request to the President for a disaster declaration or by separate letter to the Regional director, express his intention to implement the IFG program. This expression of intent must include an estimate of the size and cost of the program. In addition, this expression of intent represents the Governor's agreement to the following:
 - a. That the program is needed to satisfy necessary expenses and serious needs of disaster victims that cannot be met;
 - b. That the State will pay its 25 percent share of all grants to individuals and families;
 - c. That the State will return immediately upon discovery advance Federal funds that exceed actual requirements;
 - d. To implement an administrative plan as identified in paragraph (e) below of this section.

- e. To implement the grant program throughout the area designated as eligible for assistance; and
 - f. To maintain close coordination with and provide reports to the Regional Director.
6. The Regional Director may approve Federal assistance under this section upon his/her determination that:
- a. The Governor has indicated his/her intention to implement the IFG program in accordance with the above listed requirements.
 - b. The State administrative plan meets all the FEMA requirements and current policy guidance.

C. TASK ASSIGNMENTS

- 1. The Governor's Authorized Representative (GAR) shall submit requests for advancement of funds and the Regional Director may authorize advances of funds for the Federal share of the IFG program.
- 2. The Regional Director may also authorize advances of funds for the State share if the State is unable to immediately pay its 25 percent share.
- 3. The Governor shall make the initial request to the Regional Director for an advance of the State share. The request shall include;
 - a. A certification that the State is unable immediately to pay its 25 percent share;
 - b. A statement of the specific actions taken or to be taken to overcome the inability to provide the State share;
 - c. A certification that the State will repay this advance when it is able, and the date for this repayment; and
 - d. An estimate of the total amount needed to meet the State's 25 percent share.
- 4. The GAR may submit to the Regional Director subsequent requests for advances of the State share.
- 5. The Governor shall indicate his/her intention to implement the IFG program no later than seven days following the day on which the major disaster was declared.
- 6. The West Virginia Department of Health and Human Services has the following responsibilities:

- a. Maintain an Individual and Family Grant Program Administrative Plan which has been approved by the FEMA, Regional Director.
 - b. Under the guidance of the State Coordinating Officer, coordinate administration of the Individual and Family Grant Program.
7. All other State agencies provide personnel as required by the Grant Coordinating Officer to serve on Individual and Family Grant Administrative Panels.

NOTE: If the Governor declares a State of Emergency without eventually receiving a Presidential Declaration, he/she may request that the West Virginia Office of Emergency Services and the West Virginia Department of Health and Human Resources operate a State IFG Program for those areas so affected.

D. AUTHORITIES

1. The State of West Virginia will administer the Individual and Family Grant Program under the provisions of Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, Sections 411, 308, 321, 313, 314, 318 and 423;
2. Public Law 93-234; Public Law 103-325, Sections 521 and 582; Federal Emergency Management Agency Regulations 44 CFR 206.131 and 206.191 and Parts 9, 10, 11 and 13;
3. FEMA IFG Handbook/ Executive Orders 11988 and 11990;
4. West Virginia Code, Chapter 15, Article 5, and Chapter 9, Article 2.

West Virginia

Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

Annex DDDD- Food Services

ANNEX DDDD

FOOD SERVICES

A. PURPOSE

An essential part of disaster relief activities is providing food to disaster victims and workers. Two sections of Public law 93-288 deal with meeting this requirement. Section 409 authorizes the President to distribute food stamps to disaster victims; Section 410 directs the President to assure that adequate stocks of food will be ready and conveniently available for emergency mass feeding or distribution in any area of the United States which suffers a major disaster or emergency. The West Virginia Department of Health and Human Resources, Office of Family Support, administers both programs. This annex describes policies, responsibilities and procedures for implementing Sections 409 and 410.

PART I. FOOD STAMPS AND DISTRIBUTION

B. CONCEPT OF OPERATIONS

1. On request from the State, the United States Department of Agriculture (USDA) may grant authority to implement a temporary emergency food stamps program if the on-going program cannot respond to food needs created by the disaster.
2. Emergency food stamps may be made available to any household which meets all of the following criteria:
 - a. The household resides either temporarily or permanently within the geographical limits of the disaster area.
 - b. The household will purchase food and prepare meals during the benefit period.
 - c. The household meets the emergency assistance eligibility criteria due to reduction in or the inaccessibility of income or cash resources as a result of the disaster, or due to disaster-related expenses.
 - d. If the applicant's household does not meet all of these eligibility requirements, eligibility for participation in the program is determined in accordance with on-going program requirements.
3. If the emergency food stamps program has not been approved by the Department of Agriculture, Food and Nutrition Service, normal certification procedures must be utilized.

4. If the emergency food stamps program has been approved, the eligibility requirements will generally be the same as those used in the on-going program. However, simplified methods are utilized.
5. Heads of existing (prior to disaster) households affected by a disaster/emergency situation apply for emergency food stamps at the local WV DHHR office or at a Disaster Recovery Center.
6. A special short application form and special emergency food stamps eligibility criteria will be used to make the decision as to the eligibility of the household.
7. In disaster situations the identity and residence of the applicant in the affected area must be verified; this may be made through personal papers or by appropriate referral from a disaster relief agency serving the area, e.g., American Red Cross or Salvation Army.
8. The emergency food stamps allotment is determined by the size of the household and will be a monthly allotment or a semi-monthly allotment depending on the disaster benefit period as established by the USDA.
9. A household which has participated in the on-going food stamps program during the month in which the disaster occurred may apply for emergency food stamps but the value of stamps already received may be deducted from the emergency stamps unless the household:
 - a. Has lost previously purchased stamps; or
 - b. Has lost stocks of food acquired through food stamps.
10. Because of interruptions in mail deliveries and other transportation problems, manual issuance may be impractical and other issuing arrangements may be required.

C. TASK ASSIGNMENTS

State DHHR

1. Prepare and submit the request to Emergency Food Stamps Program to the Regional Office of the Food and Nutrition Service, United States Department of Agriculture.
2. Coordinate the delivery of equipment and supplies, including forms, needed for the "Mass Application Procedure" to the appropriate local sites.
3. Determine whether the "task force approach" should be utilized, the number of task force members needed and make personnel assignments.

4. Request that other disaster relief agencies provide potentially eligible households with information about emergency or on-going food stamps assistance.
5. On both the local and state levels, the DHHR makes contact with disaster relief agencies serving the affected area to establish appropriate referral systems. These agencies include, but are not limited to, the Office of Emergency Services, American Red Cross and Salvation Army.

PART II. DONATED FOODS PROGRAM

D. CONCEPT OF OPERATIONS

1. The West Virginia DHHR, Donated Food Program, operates a warehouse from which donated foods can be distributed in a declared disaster situation.
2. Donated foods can be used at mass feeding centers, and can be distributed for home use under certain circumstances.
3. Disaster Relief Agencies engaged in mass feeding operations contact the Director, Donated Foods Program, to request donated foods for use in these operations.
4. The Director of the Donated Foods Program issues instructions for the distribution of the donated foods.
5. If a Field Emergency Operations Center is established, food orders are coordinated through it.
6. The DHHR or a designated sub agency (e.g., American Red Cross, National Guard) transports donated foods from the warehouse to mass feed centers.
7. Immediately following the closing of mass feeding operations all unused donated food items must be returned to the warehouse from which they originated.
8. No reimbursement is required for any USDA foodstuffs used.
9. The Mountaineer Food Bank in Gassaway also has donated food services available and may have them delivered either to a shelter or a home.

E. TASK ASSIGNMENTS

State

1. The DHHR, Donated Foods Program, makes available its foodstuffs to recognized disaster relief agencies operating mass feeding centers.

2. The DHHR or a designated sub agency transports food from the warehouse to feeding centers.
3. The DHHR, Donated Foods Program, submits to the U.S. Department of Agriculture a complete report on the feeding programs supported by the Donated Foods Program.

F. COORDINATION AND REPORTING

1. Orders for foodstuffs from different feeding stations will be coordinated either through an ad hoc arrangement among themselves, or if a Field EOC is established, through that organization.
2. Each disaster relief agency using foods from the Donated Foods Program will submit to the Donated Foods Program, a report containing the following information:
 - a. The name and address of the Disaster Relief Agency;
 - b. The date the disaster occurred;
 - c. The area affected;
 - d. Dates feeding operation began and ended;
 - e. The number of days involved;
 - f. Number of persons served; and
 - g. Total number of meals served.
3. The Donated Foods Program submits a report to USDA based on the reports by each disaster relief agency.

G. AUTHORITIES AND REFERENCES

1. West Virginia DHHR, Income Maintenance Manual and Donated Foods Program Manual
2. PL 39-288, as Amended, Section 409 "Food Stamps and Distribution"
3. PL 93-288, as Amended, Section 410 "Food Commodities"
4. Code of Federal Regulations, Title 44, Part 205.49
5. American Red Cross Disaster Services Program (ARC Series 3000)

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7. Recovery (With a Presidential Declaration)

Annex EEEE- Crisis Counseling

ANNEX EEEE

CRISIS COUNSELING

A. PURPOSE

1. This annex defines the responsibilities and assistance available through the West Virginia Office of Behavioral Health Services.
2. Emotional and psychological reactions to catastrophic events vary with the specific nature of the disaster. Recent research indicates that panic, incapacitating shock, suicide, and other extreme psychosocial behaviors are uncommon reactions. Instead, victims and disaster workers frequently devote their energy to coping with readjustment problems. Mental health problems tend to become more prominent as the long-term disruptions in normal life become increasingly apparent. Crisis counseling can enable disaster victims to continue coping with their new situation and prevent serious psychological impairment. Section 416 , Robert T. Stafford Disaster and Emergency Assistance Act, PL 93-288, as amended by Public Law 100-707 authorizes the President to provide training and services to alleviate mental health problems caused by or exacerbated by major disasters. The Act reads as follows:

“Crisis Counseling Assistance and Training. The President is authorized to provide professional counseling services, including financial assistance to state or local agencies or private mental health organization to provide such services or training of disaster workers, caused or aggravated by such major disaster or its aftermath”.

PART I. CRISIS COUNSELING WITHOUT A PRESIDENTIAL DISASTER DECLARATION

B. CONCEPT OF OPERATIONS

1. Preparedness

Counseling providers will develop crisis counseling delivery plans, train their employees to recognize and meet disaster related mental health problems, and exercise their plans.
2. Recovery
 - a. The public or private mental health agencies in the affected area will activate and implement their crisis counseling delivery plans.
 - b. These agencies will coordinate their efforts to reduce duplication of effort, thus assuring a more efficient use of counseling resources.
 - c. A reporting system will be established to record the process of the affected people and to serve as a source for future program evaluations.

days; the Associate Director may extend contracts and grants beyond that time period.

- b. There is no predetermined grant award. Applicants submit a budget proposal. Program funding is determined by the FEMA Associate Director and the USHHS Secretary based on the needs outlined in the grant application.

D. CONCEPT OF OPERATIONS

1. Assistance under Section 416 becomes available after at Presidential Declaration.
2. The DHHR/Office of Behavioral Health Services will work with local public or private non-profit mental health organizations to determine the crisis counseling needs brought about by the disaster.
3. The Governor or the State Coordinating Officer (SCO) may file a request for assistance under Section 416 with the FEMA Regional director within 14 days from the declaration date.
4. This request must:
 - a. Estimate the number of disaster victims and affected disaster workers who may need crisis counseling services and the number of disaster workers who may need training to provide these services;
 - b. Identify the geographical areas in which the need exists;
 - c. Estimate the period during which assistance under Section 416 will be required and the total funds that will be required to provide such assistance;
 - d. Describe the types of mental health problems caused or aggravated by the major disaster or its aftermath; and
 - e. Identify the State and local agencies and private mental health organizations capable of providing professional mental health crisis counseling to disaster victims or training of disaster workers.
 - f. Describe how outreach and education will be accomplished
 - g. Contain descriptive data
 - h. Include a Program Plan
5. Center for Mental Health Services (CMHS) reviews the grant request and recommends the level of Federal support.

F. AUTHORITIES AND REFERENCES

1. Section 416, Robert T. Stafford Disaster and Emergency Assistance Act, PL 93-288, as amended, "Crisis Counseling Assistance and Training"
2. Code of Federal Regulations, Title 44, Part 206.171
3. American Red Cross Disaster Services Program (ARC 3000 Services)
4. West Virginia Mental Health Disaster Plan, September, 1999

G. DEFINITIONS

CMHS: Center for Mental Health Services

CRISIS: Any life situation resulting from a major disaster or its aftermath which so affects the emotional and mental equilibrium of a disaster victim and disaster workers that professional mental health counseling services should be provided to help preclude possible damaging physical or psychological effects.

CRISIS COUNSELING: The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

USHHS Department of Health and Human Services

SAMHSA: Substance Abuse Mental Health Services Administration

West Virginia

Emergency Operation Plan

7. Recovery (With a Presidential Declaration)

Annex FFFF- Public Assistance

ANNEX FFFF

PUBLIC ASSISTANCE

A. PURPOSE

Subsequent to a disaster declaration by the President FEMA provides assistance to State agencies, local governments and certain private nonprofit organizations for the repair and restoration of damaged public facilities. A grant is made to the State, which then authorizes subgrants to eligible applicants. Funding is provided on a cost share basis, with percentages established in the FEMA-State Agreement, but requiring a federal share of no less than 75 percent. The purpose of this Annex is to identify the roles and responsibilities of the State in administering the Public Assistance program and to outline staffing requirements and the policies and procedures to be used.

B. ORGANIZATION

1. The West Virginia Office of Emergency Services (WVOES) is similarly established as the state agency responsible for the management and administration of disaster relief for West Virginia. Its director, the State Director of Emergency Services, is appointed by the Governor. During a Presidentially-declared major disaster, the Governor's Authorized Representative (GAR) will be designated by the Governor as the official responsible for administration of the Public Assistance Program. The GAR, through the Public Assistance Officer, will be responsible for providing technical guidance and assistance to subgrantees during the recovery period and throughout the duration of each disaster contract. The guidance, assistance, and program management provided shall be sufficient to ensure grantee and subgrantee compliance with the FEMA-State Agreement and grant conditions pertaining to a declared disaster. The Public Assistance Officer (PAO) is responsible directly to the GAR for implementation of the program.
2. As with other federal disaster assistance programs, it is West Virginia's policy to provide a State official to work in partnership with his counterpart Federal official in most programmatic and subprogrammatic areas, especially where local activities are involved. The State's Public Assistance organization will, therefore, mirror the Federal one. Adjustments will be made by the GAR as needed for each disaster.

a. Agencies and Task Assignments

- (1) Primary Agency: West Virginia Office of Emergency Services (WVOES)
 - (a) The Public Assistance Officer is to administer and supervise the program

- (b) Publicize program availability
- (c) Identify and notify potential applicants of applicant briefings
- (d) Schedule and conduct applicant briefings
- (e) Request Immediate Needs Funding on behalf of applicants, as needed
- (f) Attend the Kickoff Meeting
- (g) Assign a State Public Assistance Coordinator to work with the FEMA Public Assistance Coordinator
- (h) Assist FEMA in determining work and applicant eligibility
- (i) Process requests for time extensions, improved projects, advances, and reimbursements
- (j) Make recommendations to FEMA on appeals and alternate project requests
- (k) Develop procedures for the disbursement of funds
- (l) Prepare reports as required
- (m) Comply with administrative requirements of 44 CFR, Parts 13 and 206 and the audit requirements of 44 CFR, Part 14
- (n) Secure insurance information from applicants when required
- (o) Review and certify project completion information
- (p) Conduct quarterly reviews, site inspections, audits, and final inspections as required to ensure program compliance
- (q) Determine budget and staffing requirements necessary for proper program management

(2) **Support Agencies:**

Department of Transportation
 Division of Natural Resources
 Department of Health and Human Resources, Bureau for Public Health
 Division of Environmental Protection
 Department of Tax and Revenue, Division of Tax
 Other state agencies as determined by WVOES at the time of the disaster

- b. Designate personnel to assist the Governor's Authorized Representative/State Coordinating Officer as needed to administer the Public Assistance program. The GAR/SCO may also use Department of Transportation, Bureau of Public Health, Division of Natural Resources, temporary hires, and/or contractors to perform these duties.
- c. Key Staff Positions:

- (1) Governor's Authorized Representative (GAR) – The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement. Normally, the GAR will also be designated as the State Coordinating Officer.
- (2) State Coordinating Officer (SCO) – The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government. Normally, the SCO will also be designated as the Governor's Authorized Representative.
- (3) Deputy State Coordinating Officer (DSCO) – The person designated by the GAR/SCO to assist in program-related matters, supervise the State's part of Disaster Field Office (DFO) operations, coordinate State public information activities, determine staffing and budgeting requirements necessary for program management, provide State support for program activities as needed, maintain accountability for federal disaster assistance funds, and request direct federal assistance as needed. Normally, a WVOES employee.
- (4) State Public Assistance Officer (PAO) – The person responsible for administering the Public Assistance program. A WVOES employee.
 - (a) Assists with the review of Initial Damage Assessment reports
 - (b) Implements program requirements on behalf of the GAR/SCO
 - (c) Trains and supervises staff
 - (d) Schedules and conducts applicant briefings
 - (e) Assists FEMA in determining applicant eligibility
 - (f) Ensures that technical assistance, guidance, and training are provided to applicants
 - (g) Oversees the daily operation of the program.
 - (h) Prepares documents required for grant award
 - (i) Reviews and processes requests for advances of funds
 - (j) Reports uninspected damages to the Regional Director (RD) within 30 days
 - (k) Makes eligibility recommendations to FEMA
 - (l) Establishes work completion dates
 - (m) Reviews and recommends time extensions to GAR/SCO

- (n) Prepares requests to FEMA for GAR/SCO for time extensions for period beyond state authority
 - (o) Evaluates cost overruns and recommends action to FEMA
 - (p) Disburses funds based on documentation
 - (q) Appeals Regional Director's determinations as needed within 60 days
 - (r) Consolidates and submits periodic claims for audit costs
 - (s) Responds to audits as required
 - (t) Notifies the Federal Coordinating Officer (FCO) of known insurance settlements before award of grants
 - (u) Submits insurance commitment forms to FEMA
 - (v) Responds to inspections (supplemental, interim, and final)
 - (w) Completes program closure requirements
 - (x) Identifies need and source for additional staff
 - (y) Serves as liaison with FEMA Public Assistance Branch
- (5) State Applicant Liaison Officers, State Resource Coordinators, State Program Specialists, State Technical Specialists, and Administrative Technicians – Qualified personnel from applicable State agencies who will assist WVOES in assessing damages, preparing and reviewing Project Worksheets, conducting inspections when necessary, and providing other Public Assistance program support services as needed.
- (6) Deputy Public Assistance Officer (DPAO) – A WVOES employee who assists the PAO with previously-noted responsibilities and acts on behalf of the PAO in his/her absence to fulfill program requirements.
- (7) State Public Assistance Coordinators (PACs) – WVOES employees or temporary hires that, in coordination with FEMA PACs, will provide assistance to applicants. PACs are assigned to work an individual applicant's case from beginning to end — from Kickoff Meeting to Closeout. They will help to document damages, determine eligible repair work, estimate costs, develop work projects, evaluate special considerations, certify the completion of recovery work, and ensure that all eligible costs have been reimbursed.
- (8) Project Officer – A Federal or FEMA-approved State official who is assigned to help the applicant prepare a detailed Project Worksheet for a large project.

- (9) Validation Specialist – A Federal or FEMA-approved official who validates an applicants small projects early-on through on-site visits and a detailed review of Project Worksheets.

C. CONCEPT OF OPERATIONS

1. Public Assistance is that part of disaster relief through which the federal government supplements the efforts of state and local governments to return the disaster-area to pre-disaster conditions. These efforts primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed.
2. FEMA has recently revised the Public Assistance Program to make it more efficient through automation, to require local governments to manage more of their own projects, and to disperse partial funding earlier in the process.

Figure FFFF-1

New Public Assistance Program

IMPROVEMENTS

- More clearly defines roles and responsibilities
- Broadens and automates the PDA process providing for an electronic transfer of data to the State which will improve efficiency and expedite the administrative process
- Provides immediate needs funding to the hardest hit areas immediately after the major disaster declaration
- Provides increased responsibility and accountability to local governments and private non-profits (PNPs) with the management of their own projects
- Provides a FEMA-certified Public Assistance Coordinator (PAC) to help each applicant manage his small projects from beginning to end
- Designates a FEMA-certified Public Assistance Coordinator (PAC) to lead a federal-state-local team effort to formulate and manage each large project
- Allows funding to be dispersed promptly and incrementally as components of the work for large projects are completed
- Moves decision-making to the field by giving PACs the authority to approve projects up to \$100,000
- Requires enhanced training and credentialing for the FEMA and State staff who administer the program

3. These changes have streamlined the funding methods for public assistance projects. Currently, there are two types of grants (funding methods) available that are based on the cost of the project:

a. Large Project Grants

When the total cost to repair or replace eligible public damages is \$48,900 or more, a “large project grant” can be secured. (The \$48,900 will be adjusted annually as the consumer price index changes.) Funding for large projects will be authorized on an incremental cost-reimbursement basis in accordance with the FEMA-approved scope of work. A FEMA/State Project Officer will be assigned to work each project to completion. Large projects are a team effort with federal, state, and local officials as partners. After all work is complete, there will be a final inspection and a final adjustment of funding.

b. Small Project Grants

When the total cost to repair or replace eligible public damages is less than \$48,900, a “small project grant” can be secured. (The \$48,900 will be adjusted annually as the consumer price index changes.) Funding for small projects will be based on the federal share of the Project Worksheet estimate. Approved funding will be processed for payment once these projects are approved by FEMA and the applicant has satisfied all initial application requirements. The applicant or applicant’s agent will administer small projects. Thorough documentation is required. Small projects are usually closed as a group.

4. Project applications for public sites may be approved to fund a variety of projects that fall within one of the following seven categories. Categories A and B are “emergency work” and Categories C through G are “permanent work.” Emergency work includes efforts to save lives, protect property, and maintain the operation of essential facilities during the first six months following a disaster; however, extensions are available for all work if approved by FEMA. Permanent work involves actions necessary to repair, restore, reconstruct, or replace public and certain private non-profit (pnp) facilities damaged or destroyed by the disaster for a period of 18 months following the disaster.

Category A – Debris Clearance

Includes all storm created debris on non-federal public roads, including the right-of-way, non-federal public waterways, other public property, and private property when undertaken by local government forces. It can also cover the demolition of public structures made unsafe by the disaster.

Category B – Emergency Protective Measures

Addresses the need to provide appropriate emergency measures designed to protect life, safety, property, and health (i.e., barricades, sandbags, and safety personnel).

Category C – Road System

Addresses damage to non-federal roads, bridges, streets, culverts, and traffic control devices.

Category D – Water Control Facilities

Eligible damages include costs to repair or replace dikes, dams, drainage channels, irrigation works, levees, and floodwalls.

Category E – Buildings and Equipment

Eligible damages include costs to repair public buildings, supplies or inventories that were damaged, and transportation systems such as public transit systems.

Category F – Public Utility Systems

Assistance is available for damaged water systems, landfills, sanitary sewage systems, storm drainage systems, and light/power facilities.

Category G – Other

All other public facilities that do not fit in one of the above categories, such as parks and recreational facilities.

Figure FFFF-2

PUBLIC ASSISTANCE CATEGORIES

EMERGENCY WORK

A. Debris Clearance

B. Emergency Protective Measures

Emergency work means that work which must be done immediately to save lives and to protect improved property and public health and safety, or to avert or lessen the threat of a major disaster.

PERMANENT WORK

C. Road Systems

D. Water Control Facilities

E. Buildings and Equipment

F. Public Utility Systems

G. Other

Permanent work means repairs or replacement that will restore an eligible facility to its pre-disaster design while meeting current building standards.

5. Public Assistance Process

The process for securing public assistance is summarized below. Reference the Public Assistance Applicant Handbook for a more complete explanation.

a. Preliminary Damage Assessment

Preliminary Damage Assessment (PDA) is the process used to determine the magnitude and impact of a disaster. A FEMA/State team will usually

visit each affected city or county to view damage first-hand, to assess the scope of damages, and to estimate repair costs. See Appendix 1. Under the new Public Assistance program, PDA data forms will be completed which will provide additional information making the follow-on delivery of assistance more effective and efficient.

b. Immediate Needs Funding (INF)

Immediate Needs Funding is money earmarked for the most urgent work in the initial aftermath of the disaster. If damage sites have been surveyed in the PDA, eligible applicants may apply for INF within several days of the disaster. INF may be up to 50% of the Federal share of the PDA estimate for emergency work (Categories A and B). Any up-front money an applicant receives will be offset later against actual emergency work projects as they are received.

c. Applicant's Briefing / Request for Public Assistance Form

The Applicant's Briefing is a meeting conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. See Tab A. These meetings are conducted within a few days of the declaration and the Request for Public Assistance forms are usually distributed and collected at this time. Each applicant will be asked to submit a list of potential small and large projects to the State Public Assistance Coordinator.

d. Kickoff Meeting

Within one week after an applicant submits a Request for Public Assistance, the Federal and State Public Assistance Coordinators (PACs) will contact the applicant to set up a Kickoff Meeting in his/her locality. At this meeting damages will be discussed, the needs of the applicant will be assessed, and a plan of action will be put in place. The PACs will advise the applicant what will be expected and provide detailed instructions on what to do and how to do it.

e. Project Formulation

The next step in disaster recovery is to fully document the extent of damages and to plan the repair work. To facilitate review, approval, and funding, repair projects are divided by dollar amount into small and large projects.

In most disasters, the majority of work consists of small projects. A small project is any eligible work, either emergency or permanent, costing from

\$1,000 to \$48,900. (The \$48,900 will be adjusted annually as the Consumer Price Index changes). Funding for small projects is based on the Federal share – usually 75% – of the approved estimate of eligible work.

Although the applicant is responsible for identifying large projects, only the basic description of the project and a broad cost estimate is required. Large projects, those with damage costs over \$48,900 (FFY 2000) will be formulated as a team effort with FEMA, State, and local representatives as partners. Funding for large projects is based on actual costs to complete the eligible scope of work. The funding for each project will be adjusted after all work is complete.

Following are some examples of project formulation, applicable to both small and large projects:

- (1) Specific Site – all work at a specific site may be a project, such as a single road washout site. This method is used often if the site has special considerations.
- (2) Specific Facility – all work on a bridge may be a project, or restoration of a building and its contents may be a project. This method is used most often for large projects.
- (3) Type of Damage – all work under a specific category may be a project such as debris removal (category A) or all work at certain types of facilities may be a project, such as all gravel roads on one project and all paved roads on another.
- (4) System – all work to a system may be a single project, for example, repairs to the water distribution system including waterline breaks may be one project.
- (5) Jurisdiction – all work within a specific area such as a park may be a project or all work within an administrative department of an applicant, such as the city police, fire, and public works departments, may each be a project.
- (6) Method of Work – a project may be grouped around how the work will be completed. For example, all work completed under a single contract may be a project. Or, all work undertaken by a force account crew may be a project.
- (7) Complex – for extensive damage to several facilities at a complex (for example, a high school) all damage at the school could be

combined into one project, or separated into several projects, such as roof repair, or work done by a single contractor, or all repairs done by a force account.

- (8) Special Considerations – a project may be grouped by special issues that might take longer to resolve, such as environmental or historic concerns.

f. Project Worksheet

A Project Worksheet is the form used to document a work project. It describes the facility, the location, its pre-disaster function, and the disaster-related damage. This form supplies FEMA and the State with the information necessary to approve the scope of work and itemized cost estimates prior to funding. (See Appendix 4). The form and an example at Tab B. The approved Project Worksheet becomes the basis for funding. Federal and State PACs will assist each applicant with their completion of each Project Worksheet. They will advise the applicant concerning eligible work, special considerations, cost estimates, and documentation.

g. Documentation

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to an applicant's recovery work. Each applicant should designate a person to coordinate the accumulation of records and to establish and maintain a file for each project. Each applicant is required to maintain accurate disbursement and accounting records to document the work performed and the costs incurred. These records will be the basis for verification of the accuracy of claims during the subsequent validation process and during any subsequent State or Federal audit.

h. Small Project Validation

Since the applicant will determine eligibility and costs on small projects, a validation will be conducted to confirm that the applicant has applied accurate scopes of work and eligibility and costs guidelines. The validation process will begin when Project Worksheets are submitted to the Federal and State PACs. They will review each worksheet to ensure the scope of work is complete and that all special considerations have been identified. Then, they will request a FEMA/State Validation Specialist to conduct an on-site validation. This specialist will visit the site(s) to confirm that the damage descriptions are accurate and complete; review the project file to confirm that all elements in the scope of work are eligible; and review all actual costs records for accuracy. FEMA and State

officials will normally validate only 20% of an applicant's small projects, barring significant discrepancies.

i. Handling Large Projects

A large project is eligible work costing \$48,900 (to be adjusted annually) or more. Applicants do not need to complete Project Worksheets for large projects. They begin the process at the Kickoff Meeting by submitting a list of potential large projects to the Federal and State PACs. Then, a FEMA/State Project Officer (PO) will be assigned and it will be his responsibility to prepare a detailed Project Worksheet for each project. The applicant is responsible for submitting supporting backup documentation as requested. The PO assigned to work on each large project will identify and evaluate all the work activities associated with that project and will be able to call upon other specialists, as needed, to assist. Once FEMA approves the Project Formulation, the Federal share of funds is obligated to the State. The applicant may request funds from the State periodically to meet expenses. When the project is complete, the State determines the final cost of completing the work, often performing inspections and audits to do so. The State then submits a report on the completed project to FEMA. FEMA may then adjust (obligate/deobligate) the amount of the grant to reflect the actual cost of the work.

j. Special Considerations/Hazard Mitigation

All project grant application amounts must be reduced for insured property by the amount of insurance proceeds received or anticipated from a review of the insurance policy. Under the Public Assistance program, hazard mitigation measures must be a part of the repair of an existing damaged facility for all permanent work projects (categories C through G). Historical preservation and environmental issues may also merit special consideration.

k. Closeout

The purpose of the Closeout is to certify that all recovery work is completed and all eligible costs have been reimbursed. Emergency work projects (categories A and B) must be completed within 6 months and permanent work projects (categories C through G) must be completed within 18 months of the date of a Presidential declaration. This applies to both large and small projects. Small projects are closed as a group. The applicant must certify that all funds were expended and that all work as described in the scope of work is complete. A funding reconciliation must be requested if there is a cost overrun. Large projects are closed individually as each project is completed. There may be a State closeout

FOUR TYPES OF PROJECTS

There are four types of Public Assistance projects, each with different funding restrictions:

1 Small Project
A small project is any project with a cost estimate less than the current threshold for large/small projects.* Funding is based on the approved estimate in the Project Worksheet. Small projects are managed and reported on as a group by each applicant.

2 Large Project
A large project is any project with a cost estimate greater than the current threshold for large/small projects.* Funding is based on actual costs and may be adjusted based on the required final inspection. Each large project is managed separately by a federal/state/local team.

* - The federal fiscal year 2000 threshold is:

\$48,900

3 Improved Project
Any project (large or small) where the applicant chooses to make improvements to the facility while making repairs.
Example: To replace a destroyed one-lane bridge with a two-lane bridge. Funding would be limited to the costs associated with building a one-lane bridge.

4 Alternate Project
Any permanent restoration project (large or small) where the applicant chooses to abandon the facility rather than rebuild and to use the funds which would have been available for an alternate project. FEMA must approve all alternate projects, and the funding will be limited to 90% of the original funding.

Figure FFFF-3

FOUR TYPES OF PROJECTS

There are four types of Public Assistance projects, each with different funding restrictions:

1

Small Project

A small project is any project with a cost estimate less than the current threshold for large/small projects.* Funding is based on the approved estimate in the Project Worksheet. Small projects are managed and reported on as a group by each applicant.

2

Large Project

A large project is any project with a cost estimate greater than the current threshold for large/small projects.* Funding is based on actual costs and may be adjusted based on the required final inspection. Each large project is managed separately by a federal/state/local team.

* - The federal fiscal year 1999 threshold is:

\$47,800

3

Improved Project

Any project (large or small) where the applicant chooses to make improvements to the facility while making repairs. Example: To replace a destroyed one-lane bridge with a two-lane bridge. Funding would be limited to the costs associated with building a one-lane bridge.

4

Alternate Project

Any permanent restoration project (large or small) where the applicant chooses to abandon the facility rather than rebuild and to use the funds which would have been available for an alternate project. FEMA must approve all alternate projects, and the funding will be limited to 90% of the original funding.

10. Project Completion

- a. Upon completion of a large project, the applicant is required to submit a project cost summary to the State that lists all labor, equipment, materials, and contract costs associated with making needed repairs. The State will conduct a review of the project's documentation to verify the actual project cost. If a large project was 100% complete at the time the Project Worksheet was prepared, the eligible cost was based on actual cost information and the applicant is not claiming additional funding, no further review by the State will be necessary.
- b. Upon completion of all approved work, the applicant is required to submit the Project Completion and Certification Report to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.
- c. If an approved project is not completed, the applicant is required to return the federal funding that was provided for that project. If an approved Project Worksheet is totally or partially deobligated, the applicant will be notified as soon as possible. Reimbursement to the State will be requested once a supplemental Project Worksheet deobligating the approved funding is processed.

11. Cost Overruns

The State will verify all cost overrun appeals submitted by the applicant (on small projects) by conducting a review of all approved small Project Worksheets within the applicant's project application. The state will base its recommendation for additional funding on the information obtained during the review and will forward a report to FEMA for final determination.

12. Disputes/Conflict Resolution

In order to expedite funding and minimize applicant appeals, the following conflict resolution process should be followed:

- a. If a State Public Assistance Coordinator (PAC) has been assigned, the applicant should notify this individual of the unresolved issue.
- b. The State Public Assistance Coordinator (PAC) should work to resolve the issue with the FEMA PAC. If the issue remains unresolved, the State Public Assistance Coordinator (PAC) should notify the State PAO.
- c. The State PAO should work to resolve the issue with the FEMA PAO. If the issue remains unresolved, the State PAO should notify the GAR/SCO.

- d. The GAR/SCO should work to resolve the issue with the Federal Coordinating Officer (FCO).

Only after all these steps have been taken will the applicant be referred to the appeal process.

- 13. The initial cost for additional administrative support personnel will be incurred by the State. A claim for reimbursement will be submitted to FEMA in accordance with the management and administrative cost provisions of 44 CFR, 206.228.

14. Appeals

Upon receipt of an appeal form from the applicant, the State will review the material submitted, make such additional investigations as necessary, and forward the appeal with a written recommendation to FEMA within 60 days. An appeal must be submitted by the applicant within the following time frames:

- a. Any FEMA/State determination – 60 days from the date of written notice of the determination being appealed.
- b. Cost overrun – 60 days from the date the last project was completed (small projects only)
- c. Second/Final Appeal – 60 days from the date of written notice of the determination made on the first appeal.

15. Final Inspection

A final inspection will be conducted once the applicant certifies to the State that all funds were expended and that all work as described in the project scope of work is complete. Based on the type of work involved, the State reviewer may be authorized to conduct the final inspection at the time the project is being reviewed. For those projects of a technical nature, a final inspection will be conducted by a qualified member of the applicable State agency to which the project pertains. The final inspection should be completed as soon as practical following the final report from the applicant.

16. Audit Requirement

Audit requirements will be in accordance with 44 CFR, Part 14 or OMB Circular A-110, as appropriate.

- a. A review of all large projects and small projects with cost overruns will be conducted by the State once those projects are completed. Applicants expending \$300,000 or more in total Federal financial assistance in a fiscal

year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 – OMB A133.

- b. Applicants will be required to provide their assigned State agency a copy of the Single Audit.

17. Records and Reports

- a. Project Status Report – The State Public Assistance Officer maintains a database that reflects the current status of all projects to include those that have been closed out. This information is made available to FEMA Region III quarterly or as requested thereby satisfying the progress report requirement. (See Appendix 7).
- b. Project Closeout – Each project application will be closed-out once it is determined that all work has been completed, all payments have been made, and all necessary documents have been received and no further action is pending or anticipated. The State then submits a report on the completed project to FEMA, certifying that all of the applicant's costs were incurred in the completion of eligible work. After reviewing the state's report, FEMA may adjust (obligate/deobligate) the amount of the grant to reflect the actual cost of the work.
- c. Financial Status Report (FEMA 20-10) – Quarterly and final financial reports will be submitted to FEMA for State administered disaster assistance programs authorized by the Stafford Act.
- d. Project Documentation – The applicant will be required to keep complete records of all work (i.e. receipts, checks, job orders, contracts, equipment usage documentation, and payroll information) funded under the Public Assistance program for three years from the date the last project was completed or from the date final payment was received, whichever is later.

18. Development and Maintenance – The PAO will revise/update the Public Assistance Administrative Plan annually and immediately following a Presidentially-declared disaster to conform to existing changes in guidance. Changes will be made and the plan will be republished to meet current policy guidelines, as required. Revisions will be forwarded to: Regional Director, Federal Emergency Management Agency, Region III.

19. Identification/Notification of Potential Applicants

- a. WVOES will canvass state agencies to determine damage to state-owned facilities or property. State agencies will be advised to contact the PAO.

- b. WVOES will notify local governments based on designated areas as identified in the FEMA/State Agreement. Local governments will be requested to notify towns.
 - c. Local governments will be requested to identify and contact potential private nonprofit (PNP) applicants in their jurisdiction. WVOES will provide assistance to local officials to identify PNPs that may be eligible for assistance. Supporting documentation to justify status will be covered in the applicant's briefing.
 - d. State and federal officials will brief the press and other media in a separate session before applicants' briefings are scheduled.
20. WVOES and FEMA will conduct joint applicant's briefings for potential public assistance applicants.
- a. The magnitude of damage, size of jurisdictions/PNPs, number of jurisdictions declared, accessibility to the area, and logistics will determine the number of briefings conducted. An attempt will be made so potential applicants will not have more than a one-hour commute to attend.
 - b. WVOES will notify potential applicants by telephone, followed by press releases.
 - c. Local governments will be requested by WVOES to provide a facility in which to conduct the briefings. These may be in schools, administration buildings, courthouses, libraries, etc.
 - d. The PAO (or Deputy PAO) and the federal PAO will conduct the briefings. The content of the briefing will be determined by the above.
21. Applicant Eligibility
- a. The GAR/SCO will assist the Regional Director (RD) in determining the eligibility of applicants.
 - b. Eligible applicants include:
 - (1) State and local governments.
 - (2) Private nonprofit (PNP) organizations which own or operate educational, utility, emergency, medical or custodial care facilities, including facilities for the aged or disabled, and other facilities providing essential governmental services to the general public.

- c. Eligible PNPs are organizations that have either:
 - (1) A current tax exemption under Section 501 (c), (d), or (e) of the Internal Revenue Code of 1954.
 - (2) A letter from the West Virginia Department of Tax and Revenue stating that the agency is a nonprofit one organized or doing business under state law.
- d. For the purpose of determining whether or not a PNP organization provides essential services of a governmental nature, the following specific examples of identical services that are provided by legal political subdivisions of the state follow.
- e. Examples of PNP Facilities are:
 - (1) Educational - Classrooms and related supplies, equipment, and utilities necessary for instructional, administrative, and support purposes.
 - (2) Utility - Buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment.
 - (3) Emergency - Buildings, equipment, or systems used to provide emergency services such as fire protection, ambulance or rescue service to the general public, including administrative and support facilities, even if not contiguous.
 - (4) Medical - Any hospital, out-patient facility, rehabilitation facility, or facility for long-term care as defined in the Public Health Service Act and any similar facility offering diagnosis or treatment of mental or physical injury or disease, including the administrative and support facilities essential to the operation of such medical facility even if not contiguous.
 - (5) Custodial Care - Buildings, structures, or systems including those for essential administration and support which are used to provide institutional care for persons who require close supervision and some physical constraints on their daily activities for their self-protection, but do not require day-to-day medical care.
 - (6) Other Essential Governmental Services - These are services that are generally provided by state or local governments and which would probably be provided in the disaster area by government if such service were not already being provided by a private, non-

profit organization. Examples include museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and those facilities whose primary purpose is the provision of health and safety services. Health and safety services examples include low-income housing, alcohol and drug rehabilitation, programs for battered spouses, transportation to medical facilities, and food programs.

- f. Ineligible organizations include recreational services, job counseling or job training, advocacy groups not directly providing health services, conference facilities, performing arts, parking garages, cemeteries, day care (other than senior citizen) centers, property owner associations (roads, recreational facilities), and other groups not providing health or safety services.
- g. Examples of "public facilities" include any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility; any non-federal aid street, road, or highway; and any other public building, structure, or system, including those used for educational, recreational, or cultural purposes; or any park.

22. Program Management

a. Documentation

- (1) Public assistance payments are reimbursement for approved disaster-related expenditures. Each applicant must maintain full documentation in order to receive maximum payment. The GAR/SCO will require a review of documentation before final payments are made.
- (2) Documentation of claimed costs is required for each Project Worksheet (PW). This documentation consists of copies of:
 - (a) Summaries of documentation
 - (b) Daily activity reports for labor, equipment and materials
 - (c) Time sheets showing pay period, employee name, job classification, hours worked each day by Project Worksheet (PW), total hours worked for the pay period, rate of pay (regular and overtime), total earnings, and paycheck number

- (d) Canceled checks (for materials purchased and for contract work)
- (e) Delivery tickets for materials
- (f) Contract awarded
- (g) Invoices or other billing documents
- (h) Bid advertisements
- (i) List of bidders and amounts (for each project)
- (j) Statement of why the low bid was not accepted (if appropriate)

b. Project Status Report

- (1) Each applicant is required to provide a quarterly report to the GAR/SCO. The report indicates the status of all approved projects and should provide the following information for each project.
 - (a) Percent complete
 - (b) Financial status (monies approved, advances, changes in project costs)
 - (c) Projected date of submission of claim
 - (d) Date of latest interim inspection
 - (e) Anticipated delays/problems
- (2) The first progress report due date will be as specified by the GAR/SCO.

c. Interim and Final Inspections

- (1) The GAR/SCO may request FEMA assistance for interim and final inspections.
- (2) These inspections will:
 - (a) Resolve questions regarding work eligibility, cost overruns, time limits, and advances of funds.

- (b) Obtain information to support recommendations for final payment amounts.
- (3) Initial inspections may be required by the GAR/SCO when the first progress report is submitted.
- (4) Subsequent inspections will be scheduled quarterly by applicant. The quarterly report will be used to identify completed projects for final inspection.
- (5) All large projects require a final inspection.
- (6) Random inspections of small projects will be made.
- (7) Applicants must submit documentation on all work for which reimbursement is requested before final inspections will be scheduled.
- (8) The GAR/SCO reviews interim and final inspection reports and appeals determinations, if appropriate.

d. Time Limits for Completing Work

- (1) Deadlines for project completion shown below are set from the disaster declaration date and apply to all projects approved under the state disaster assistance grant.

Debris clearance (Category A)	6 months
Emergency Work (Category B)	6 months
Permanent work (Category C-G)	18 months

- (2) The GAR/SCO may impose earlier deadlines for the completion of work, if appropriate.
- (3) The GAR/SCO may extend these deadlines based on extenuating circumstances or unusual project requirements beyond the applicant's control. These circumstances may include:
 - (a) The need for special items.
 - (b) An inability to get a good first bid.
 - (c) Unfavorable weather conditions.
 - (d) Equipment breakdowns.

- (4) In such cases, the GAR/SCO may approve extensions of:

Debris clearance	6 months
Emergency work	6 months
Permanent work	30 months

- (5) The RD may approve additional extensions if requested in writing by the GAR/SCO.

e. Time Extensions

- (1) When work can not be completed within specified time limits, the applicant may request a time extension for each project affected.
- (2) Blanket requests for a time extension for all permanent work will not be approved.
- (3) The applicant must specifically identify in writing those projects that can not be completed on time and must justify the delay to the GAR/SCO. Normally, delays should be due to circumstances beyond the control of the applicant. The applicant must specify dates by which work can reasonably be expected to be completed.
- (4) The GAR/SCO may approve time extensions to the limits established for the projects, but not to exceed those allowed in paragraph d(4) above. Notice of approval will be in writing. A copy of time extension approval letters will be sent to FEMA.
- (5) Requests for time extensions beyond the GAR/SCO's authority will be submitted by the GAR/SCO to FEMA when the GAR/SCO determines that the justification is adequate. The GAR/SCO's written request will include the following:
 - (a) The dates and provisions of all previous time extensions on the project.
 - (b) A detailed justification for the delay and a projected completion date.
 - (c) A recommendation by the GAR/SCO.

Figure FFFF-4

DOCUMENTATION

The importance of maintaining a complete and accurate set of records for each project cannot be overemphasized. Accurate documentation will help the applicant to:

- **Recover all eligible costs**
- **Have the information necessary to develop disaster projects**
- **Have the information available for federal and state inspectors to see when they validate small projects**
- **Be ready for any federal or state audits or other program reviews**

Project File Checklist

All of the following records may not be applicable to every project, but everything that does pertain to a project should be filed with the corresponding Project Worksheet.

- | | |
|-----------------------------------------------|------------------------------------------------------------|
| • Project Worksheet | • Estimated and actual costs |
| • Damage description and scope of work | • Completed special considerations 9 questions form |
| • Force account labor | • Force account equipment |
| • Materials and purchases | • Rented equipment |
| • Insurance information | • Photos of damage, work underway, work completed |

- (6) If the request is not approved, the GAR/SCO will inform the applicant in writing of the decision, state reasons for disapproval, and outline the appeal procedures. Costs incurred beyond the approved completion date will not be eligible for reimbursement.

f. Cost Overruns

- (1) Cost overruns that occur during the execution of approved work should be brought to the attention of the GAR/SCO as soon as they are detected. Normally overruns fall into the following categories:
 - (a) Variations in unit prices.
 - (b) Change in the scope of eligible work.
 - (c) Delays in timely starts or completion of eligible work.
- (2) In such cases, the applicant may request approval of additional costs. To do so, the applicant must provide adequate justification (invoices, daily activity reports, progress reports, etc.) for the GAR/SCO's consideration.
- (3) The GAR/SCO will evaluate each cost overrun request and, when justified, submit a request and a recommendation to the RD for a final determination.
- (4) All requests for the RD's approval must contain documentation needed to support the eligibility of all claimed work and costs. The RD will provide written notice to the GAR/SCO after a determination has been made.
- (5) The GAR/SCO will forward the RD's determination to the applicant with a recommendation for further action, if appropriate.

g. FEMA Quarterly Report

- (1) The GAR/SCO will submit a quarterly progress report to the RD, based on applicant reports. The report will describe the status of all projects for which final payment has not been made. The GAR/SCO and RD will negotiate the due date for the first report.
- (2) The GAR/SCO and FEMA review quarterly reports to identify projects that require special attention or inspection.

h. Insurance Requirements

- (1) General:
Sections 311 and 406(d) of the Stafford Act, and the Flood Disaster Protection Act of 1973, Public Law 93-234, establish insurance requirements as a condition for approving certain disaster assistance under the Act. Subpart I, 44 CFR 206

implements Public Law 93-234, as it pertains to Public Assistance authorized under Section 406 of the Stafford Act.

- (a) Actual or anticipated insurance recoveries will be deducted from eligible costs, in accordance with Section 206.253(b).
- (b) The maximum amount of flood insurance recovery that could have been obtained for a building and its contents within the special flood hazard area shall be subtracted from eligible costs, in accordance with Section 206.253(h).
- (c) An insurance requirement should not be interpreted as a substitute for hazard mitigation techniques that may be available to reduce the incidence and severity of future damage.

(2) Applicability

- (a) These requirements apply to assistance provided under Section 406 of the Act with any major disaster declared after November 23, 1988, unless excluded under Section 206.252.
- (b) Prior to approval of a federal grant for the restoration of a facility and contents, the GAR/SCO notifies the RD of any entitlement to insurance settlement or recovery. The RD reduces eligible costs by the actual amount of insurance proceeds, with the exception of flood insurance, the reduction for which is described in Section 206.253(b)(2).
- (c) If insurance recovery is contingent on the amount of reimbursement under the Act, reimbursement will be limited to eligible costs determined by the RD after deducting the maximum amount recoverable under and to the limit of the insurance policy.
- (d) The RD may not approve assistance unless the GAR/SCO has provided acceptable assurances that the applicant will, as a minimum, obtain and maintain insurance for the approved estimate of damages to the facility and contents.
 - The GAR/SCO completes an Insurance Commitment Form and submits it to the applicant's agent for signature. This form indicates the applicant's intent to obtain and maintain required insurance.

- The signed form is filed in the applicant's PA folder.
 - The applicant must provide a copy of the insurance policy to the GAR/SCO (for large project) before final payment will be made.
 - The GAR/SCO reviews the policy to verify that adequate coverage has been obtained. The policy is retained in the applicant's PA file.
- (e) No assistance under Section 406 of the Act will be provided for any facility for which assistance was previously received unless insurance was obtained and maintained as required under Section 311 of the Act.
- (f) Insurance requirements apply to private nonprofit facilities that receive assistance under Section 406 of the Act. Private nonprofit organizations submit required documentation and assurances through the GAR/SCO.
- (3) Additional Flood Insurance Requirements
- (a) The RD requires flood insurance for flood disasters when it is reasonably available, adequate, and necessary under Section 311 of the Act, even though a flood-damaged building may be located outside the base floodplain.
- (b) If a building damaged by flooding is located in a special flood hazard area identified for more than one year by the Regional Director and the building and its contents are not fully covered by flood insurance, assistance under Section 406 will be reduced.
- The amount of reduction will be the value of the building immediately prior to the damage, or the maximum amount of the insurance proceeds which would have been received if the building and contents had been covered by standard flood insurance, whichever is less.
 - The reduction will not apply to a private nonprofit facility that could not be insured because it was located in a community not participating in the National Flood Insurance Program (NFIP). However, such a facility will be required to obtain and maintain the necessary

flood insurance should the host community join the NFIP.

- NOTE: Federal assistance is prohibited in special flood hazard areas of nonparticipating communities. If the community in which the private nonprofit facility is located is not participating in the NFIP, disaster assistance is not available.
 - The effective date of this provision is May 22, 1989.
- (c) FEMA will not approve financial assistance for acquisition or construction in a special flood hazard area unless the community is participating in the NFIP at the time of the approval.
- This prohibition applies only to communities that have been formally identified for at least one year and one or more areas with special flood hazards.
 - A facility may become eligible for financial assistance, subject to the reduction under Section 206.253(b)(2) if the community qualifies for and enters the NFIP within six months of a Major Disaster declaration.
- (4) Type, Extent, and Duration of Insurance
- (a) Assurances to obtain reasonably available, adequate, and necessary insurance will be required only for the type(s) of hazard for which the major disaster was declared. The RD shall not require greater types and extent of insurance than are certified as reasonable by the State Insurance Commissioner.
- (b) The RD makes a determination as to the type and extent of insurance that is reasonable when he is unable to obtain a certification by the State Insurance Commissioner following a written request.
- (c) The GAR/SCO provides assurance that the required insurance coverage will be maintained for the anticipated life of the restorative work or of the insured facility, whichever is less.

- (d) The GAR/SCO fulfills this requirement by obtaining necessary insurance commitment forms executed by the applicant's agent.

i. Computer Use

- (1) The GAR/SCO and PAO will require computer equipment and software to assist in program management. Hardware and software equipment must be compatible with FEMA systems. This equipment will be used to:
 - (a) Send and receive correspondence
 - (b) Prepare training materials
 - (c) Access data
 - (d) Prepare reports
- (2) Hardware and software equipment will be cost-shared at 75 percent federal/25 percent state.
- (3) Computer equipment and software that have been purchased as a result of a major disaster declaration will be used in the Public Assistance Program until all program activities have ceased. These items may then be used in other program areas until the next disaster occurs involving the Public Assistance Program.

23. Financial Management

WVOES Public Assistance Office and the Administrative Division

24. Appeals

- a. A subgrantee may appeal any determination previously made related to federal assistance for a subgrantee, including a time extension determination made by the grantee. The subgrantee's appeal must be made in writing and submitted to the grantee within 60 days after receipt of the notice of the action being appealed. The appeal must contain documented justification supporting the subgrantee's position.
- b. The grantee will review, evaluate, and forward the appeal with a written recommendation to the Regional Director within 60 days of receipt. For those areas within the jurisdiction of the grantee, the grantee will make the determination and notify the subgrantee of the disposition, in writing, within 90 days of receipt of the appeal.

- c. Within 90 days of receipt of an appeal, the Regional Director will notify the grantee, in writing, of disposition of the appeal or of the need for additional information. If additional information is required, the RD will notify the grantee, in writing, of disposition within 90 days of receipt of such information.
- d. If the RD denies the appeal, the subgrantee may submit a second appeal to the Associate Director of FEMA. Such appeal must be made in writing, submitted through the grantee and the RD, and must be submitted not later than 60 days after receipt of the notice of the RD's denial of the first appeal.
- e. The FEMA Associate Director and the Director will complete review and disposition of appeals according to the same time frame prescribed for the Regional Director's review above. In appeals involving highly technical issues, the AD may seek independent scientific or technical recommendations from persons or groups with particularly appropriate expertise. The AD will render a ruling within 90 days of receipt of such outside reports.

25. Grant Closeout and Adjustment

- a. FEMA will initiate closeout procedures when it determines that all applicable administrative and payment actions have been completed.
- b. The GAR/SCO concurs in writing that no further claims for the disaster will be made and that all program activity has been closed.
- c. The closing of the grant does not preclude FEMA or the state from disallowing costs and recovering overpayments on the basis of a later audit or review.
- d. Any overpayment to the grantee or to a subgrantee shall constitute a debt to the awarding agency. A bill for collection, an administrative offset against other fund requests, or other action permitted by law may be employed to reduce the debt.

26. Retention of and Access to Records

The grantee and subgrantees shall retain all related records and documents for three years from the last official transaction or until audit questions are resolved, whichever is longer. FEMA, the Comptroller General of the United States, the State of West Virginia, or any of their authorized representatives shall have the right to access any records pertinent to the grant/subgrant for as long as the records are retained.

D. AUTHORITIES AND REFERENCES

1. Public Law 93-288, as amended by Public Law 100-707.
2. FEMA Regulation, 44 CFR Part 206.
3. FEMA Regulation, 44 CFR Part 13.
4. FEMA Regulation, 44 CFR Part 14.
5. Executive Order 11988, Floodplain Management.
6. Executive Order 11990, Protection of Wetlands.
7. Executive Order 12612, Federalism.
8. Public Assistance Applicant Handbook, FEMA (October 1998)
9. Public Assistance Program Applicant Workshop, Student Manual, FEMA (August 1998)

E. DEFINITIONS

Applicant – A state agency, local government, or eligible private nonprofit organization which receives an award and is accountable to the Grantee under the State's Public Assistance grant.

Educational Institution –

1. Any elementary school, as defined by Section 801(c) of the Elementary and Secondary Education Act of 1965.
2. Any secondary school, as defined by Section 801(h) of the Elementary and Secondary Education Act of 1965.
3. Any institution of higher education, as defined by Section 1201 of the Higher Education Act of 1965.

Emergency Work – That work which must be done immediately to save lives and to protect improved property and public health and safety, or to avert or lessen the threat of a major disaster.

Facility – Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

Federal Coordinating Officer (FCO) – The person appointed by the President or the Director of FEMA to coordinate federal assistance for a specific major disaster declaration.

FEMA-State Agreement – A formal legal document stating the understandings, commitments, and binding conditions for assistance applicable as the result of a major disaster or emergency declared by the President.

Federal Emergency Management Agency (FEMA) – The Federal agency responsible for coordinating disaster recovery efforts. The term used in this plan when referring to the Regional Director, or the Disaster Recovery Manager, of FEMA Region III.

Force Account – An applicant's own labor forces and equipment.

Grant – An award of financial assistance. The grant award shall be based on the total eligible federal share of all approved projects.

Grantee – The State of West Virginia, hereinafter referred to as the State.

Hazard Mitigation – Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Immediate Needs Funding (INF) – An advance of grant funds to assist applicants in paying for immediate needs that may require payment in the first 30 to 60 days after a disaster strikes. Such needs will be identified during the Preliminary Damage Assessment.

Immediate Threat – The threat of additional damage or destruction from an event, which can reasonably be expected to occur within one year.

Improved Property – A structure, facility, or item of equipment which was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

National Flood Insurance Program (NFIP) – The federal program to identify flood-prone areas nationwide and make flood insurance available to those owners and renters of property.

Permanent Work – That restorative work that must be performed through repairs or replacement to restore an eligible facility on the basis of its predisaster design and current applicable standards.

Predisaster Design – The size and capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design. It does not mean the capacity at which the facility was being used at the time the major disaster occurred if different from the designed capacity.

Preliminary Damage Assessment (PDA) – The on-site assessment by federal/state/local officials in each affected area to determine the impact and magnitude of damage caused by the disaster and resulting unmet needs of the public sector and the community as a whole. The identification of “immediate needs” may result in emergency work being funded immediately upon declaration.

Private Nonprofit Facility (PNP) – Any private nonprofit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental-type services to the general public, and such facilities on Indian reservations. Further definition is as follows:

1. Educational Facilities – Classrooms plus related supplies, equipment, machinery, and utilities of an educational institution necessary or appropriate for instructional, administrative, and support purposes, but does not include buildings, structures, and related items used primarily for religious purposes or instruction.
2. Utility – Buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
3. Emergency Facility – Those buildings, structures, equipment, or systems used to provide emergency services, such as fire protection, ambulance, or rescue, to the general public, including the administrative and support facilities essential to the operation of such emergency facilities even if not contiguous.
4. Medical Facility – Any hospital, outpatient facility, rehabilitation facility, or facility for long-term care as such terms are defined in Section 645 of the Public Health Service Act (42 USC 2910) and any similar facility offering diagnosis or treatment of mental or physical injury or disease, including the administrative and support facilities essential to the operation of such medical facilities, even if not contiguous.
5. Custodial Care Facility – Those buildings, structures, or systems, including those for essential administration and support, which are used to provide institutional care for persons who require close supervision and some physical constraints on their daily activities for their self-protection, but do not require day-to-day medical care.

6. Other Essential Government Services Facilities – Facilities such as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Nonprofit (PNP) Organization – Any non-governmental agency or entity that currently has:

1. An effective ruling letter from the U. S. Internal Revenue Service, granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, or
2. Satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one organized and doing business under state law.

Project (also referred to as "Individual Project") – All work performed at a single site.

Project Worksheet – Form used to record the eligible work and prepare a quantitative estimate.

Public Entity – An organization formed for a public purpose whose direction and funding are provided by one or more political subdivisions of the state.

Public Facility – The following facilities owned by a state or local government: any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility; any non-federal-aid street, road, or highway; any other public building, structure or system, including those used for educational, recreational, or cultural purposes; or any park.

Special Considerations – Issues that involve insurance, hazard mitigation, historic preservation, and environmental reviews as they relate to Public Assistance program funding.

Standards – Codes, specifications, or standards for the construction of facilities, to include legal requirements for additional features. Such standards may be different for new construction and repair work.

Subgrant – An award of financial assistance under a grant by a grantee to an eligible subgrantee.

Subgrantee – The local government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

ANNEX FFFF
APPENDIX 1

Federal Emergency Management Agency REQUEST FOR PUBLIC ASSISTANCE	
Submittal of the Request for Public Assistance is the initial step in filing for disaster assistance. After a Presidential disaster declaration, state and local government agencies, Native American Tribal organizations, and eligible private nonprofit organizations interested in filing must complete and submit this form to the state. The submittal deadline for this form is no later than 30 days after your area is designated eligible for Public Assistance.	
APPLICANT (Political subdivision or Eligible Applicant)	DATE SUBMITTED
COUNTY/CITY WHERE DAMAGES OCCURRED (If more than one jurisdiction, please indicate)	
PHYSICAL LOCATION OF APPLICANT Street: _____ _____ County/City: _____ _____ State: _____ Zip Code: _____	MAILING ADDRESS (If different from physical location) Street: _____ _____ P.O. Box: _____ County/City: _____ State: _____ Zip Code: _____
PRIMARY CONTACT/APPLICANT'S AUTHORIZED AGENT Name: _____ Title: _____ Business Phone: _____ FAX Number: _____ Cell Phone: _____ E-mail Address: _____ Pager & Pin Number: _____	ALTERNATE CONTACT Name: _____ Title: _____ Business Phone: _____ FAX Number: _____ Cell Phone: _____ E-mail Address: _____ Pager & Pin Number: _____
Did you participate in the Federal/State Preliminary Damage Assessment _____ Yes _____ No	
Are you a private Nonprofit Organization: _____ Yes _____ No If yes,, which of the facilities identified below best describes you: _____ <p style="font-size: small;">Title 44 CFR, part 206.221(e) defines an eligible private nonprofit facility as any private nonprofit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.</p> <p style="font-size: small;">Private Nonprofit organizations must attach copies of their Tax Exemption Certificate and Organizational Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.</p>	

ANNEX FFFF
APPENDIX 2
STATE EMERGENCY MANAGEMENT APPLICANT CHECKLIST
FEMA _____DR

1. Additional damage must be reported within 60 days from _____.
2. All work must be done prior to the approved project completion deadline assigned to each PW. Should additional time be required to complete the approved work, a time extension request will need to be submitted prior to the existing completion date which (1) identifies the PW(s) requiring an extension, (2) explains the reason for needing an extension, (3) indicates the percentage of work that has been completed and (4) provides an anticipated completion date. The reason for needing an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization. Failure to submit a time extension request may result in the reduction or withdrawal of federal funds for the work that was approved.
3. Any significant change to a PW's approved scope of work must be reported to this office.
4. The Project completion and Certification Report must be returned to this office once all the approved work has been completed. If any PW required the purchase of insurance as a condition of receiving federal funds, a copy of the current policy must be attached to this report.
5. A cost overrun on small PWs (estimated to be less than \$47,800) must be reported to this office within 60 days of completing the last small PW in order to be considered for additional funding.
6. Appeals may be filed on any determination made by FEMA or the State. All appeals must be submitted to this office within 60 days from receiving written notice of the action you wish to appeal. Should you wish to appeal a determination contained in the project application, the 60 days will start the day the application is signed.
7. Suspended PWs will not receive any funding until all of the requirements identified in the comment section of the PWs are met.
8. You may request an advance on large PWs (\$47,800 or over) by completing the "Advance of Funds" letter.
9. Large PWs that have not received final payment will be reviewed quarterly by the State.
10. Applicants with large PWs must submit a project cost summary to this office following the completion of each project. The project cost summary must list all labor, equipment, materials and contract costs associated with making needed repairs.
11. Applicants expending \$300,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996—OMB A-133. A copy of the Single Audit must be submitted to your State agency or this office within applicable reporting time frames. Consult with your financial officer regarding this requirement.
12. Complete records and cost documents for all approved work must be maintained for at least 3 years from the date the last project was completed or from the date final payment was received, whichever is later. During this time, all approved PWs are subject to State and Federal audit/review.

Signature/Date (State)

Signature/Date (Applicant)

ANNEX FFFF

APPENDIX 3

Special Considerations Questions

1.	Does the damaged facility or item of work have insurance coverage and/or is it an insurance risk (e.g., buildings, equipment, vehicles, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
2.	Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
3.	Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
4.	Will the proposed facility repairs/reconstruction change the pre-disaster condition (e.g., footprint, material, location, capacity, use, or function)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
5.	Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
6.	Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
7.	Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forest land. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
8.	Are there any hazardous materials at or adjacent to the damaged facility and/or item of work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:
9.	Are there any other environmental or controversial issues associated with the damaged facility/or item of work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Comments:

ANNEX FFFF
APPENDIX 4

Federal Emergency Management Agency Project Worksheet

Federal Emergency Management Agency Project Worksheet					
Declaration No.		Project No. Date		FIPS No. Category	
Applicant				County/City	
Damaged facility:		:	%	Work complete as of:	
Location of project: Longitude:		Latitude:			
Damage description and dimensions:					
Scope of work:					
Does the Scope of Work change the pre-disaster conditions at the site?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special considerations issues included?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazard Mitigation proposal included?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there insurance coverage on this facility?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Cost					
Item	Code	Narrative	Quantity/Unit	Unit Price	Cost
Total Cost					
Submitted by:					

ANNEX FFFF
APPENDIX 4
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET INSTRUCTIONS

The Project worksheet must be completed for each identified damaged project. Projects with estimated or actual cost of damage greater than \$47,800 are large projects. Projects with estimated or actual cost of damage of less than \$47,800 are small projects. After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e., "FEMA 1136-DR-TN", etc.)
Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.)
FIPS No.: Indicate your FIPS number on this space. This is optional.
Date: Indicate the date the worksheet was prepared in MM/DD/YY format.
Category: Indicate the category of the project according to FEMA specified work categories. This is optional
Applicant: Name of the governmental or other legal entity to which the funds will be awarded.
County/City: Name of the county or city where the damage is located. If located in multiple counties or cities indicate "Multi-County/Multi-City".
Damage facility: Identify the facility and describe its basic function.
Work Complete as of: Indicate the date the work was appraised in the format of MM/DD/YY and the percentage of work completed to that date.
Location: This item can range anywhere from an "address," "intersection of... 1 mile south of... on..." to "county or city-wide." If damages are in different location of different counties/cities please list each location. Include latitude and longitude of the project, if known.
Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area of components affected.
Scope of Work: List work that has been completed, and work to be completed, which is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.
Does the Scope of Work change the pre-disaster conditions of the site: If the work described under Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damaged components in kind with like materials, check (✓) y
Yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) No.
Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.
Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) No. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Guidelines* for further information.
Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) Yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.
Code: If using the FEMA cost codes, place the appropriate number here.
Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42" RCP pipe", "sheet rock replacement", etc.).
Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32lf", "6/ea", etc.).
Unit Price: Indicate the price per unit.
Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.
Total Cost: Record total cost of the project.

Prepared By: Record the name and the title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Guidelines* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hours/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the record to document the "cost/estimate" for which funding is being requested.

ADVANCE OF FUNDS REQUEST

Subject: FEMA _____ DR; Advance of Funds for Project Worksheet(s)
(\$ _____ and over)

PW Number	PW Amount	Amount Expended (*)
Totals		

Signature of Applicant's Agent	Printed Name of Applicant's Agent	Date
Name of Jurisdiction	Applicant's Agent's Telephone Number	
Mailing Address (Number & Street, City, State, Zip Code)		

For State Use Only		
Amount	Approved By	Date

ANNEX FFFF
APPENDIX 6
Validation Worksheet

DISASTER: FEMA- _____ DR- _____ VALIDATOR NAME: _____

APPLICANT NAME: _____

AGENCY: _____

PAID NUMBER: _____

TELEPHONE: _____

PROJECT NUMBER: _____

Validation Item	Remarks
General—ALL PROJECTS <ul style="list-style-type: none"> <input type="checkbox"/> Review project <input type="checkbox"/> Visit site <input type="checkbox"/> Statement of work <input type="checkbox"/> Accurate <input type="checkbox"/> Complete <input type="checkbox"/> Eligible <input type="checkbox"/> Photographs <input type="checkbox"/> Sketches/drawings 	
Special Considerations <ul style="list-style-type: none"> <input type="checkbox"/> Insurance <input type="checkbox"/> Mitigation <input type="checkbox"/> Environmental <input type="checkbox"/> Historic 	
Completed Work <ul style="list-style-type: none"> <input type="checkbox"/> Force Account Labor <input type="checkbox"/> Eligible employee <input type="checkbox"/> Hours <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Calculations 	
Force Account Equipment <ul style="list-style-type: none"> <input type="checkbox"/> Labor hours exceed or match equipment hours <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer labor <input type="checkbox"/> Prison labor <input type="checkbox"/> FEMA rates used <input type="checkbox"/> Public Assistance Coordinator approved rates used <input type="checkbox"/> Mileage used for automobiles, buses, pickups, and ambulances <input type="checkbox"/> Calculations 	
Leased/Rental Equipment <ul style="list-style-type: none"> <input type="checkbox"/> Invoice <input type="checkbox"/> Price reasonable <input type="checkbox"/> Operator/labor costs <input type="checkbox"/> Gasoline/oil lubricants <input type="checkbox"/> Eligible repairs/parts <input type="checkbox"/> Calculations 	

DISASTER: FEMA- _____ DR- VALIDATOR NAME: _____
 APPLICANT NAME: _____
 AGENCY: _____
 PAID NUMBER: _____
 TELEPHONE: _____
 PROJECT NUMBER: _____

Validation Item	Remarks
Contract <input type="checkbox"/> Price reasonable <input type="checkbox"/> Competitive bids <input type="checkbox"/> Exception <input type="checkbox"/> Follow procurement procedures <input type="checkbox"/> Calculations	
Work to be completed <input type="checkbox"/> Cost estimating method <input type="checkbox"/> Calculations	
Materials <input type="checkbox"/> Purchase orders/invoices <input type="checkbox"/> Inventory records/stock tickets <input type="checkbox"/> Calculations	

Additional Remarks

QUARTERLY PROJECT STATUS REPORT

APPLICANT NAME
COUNTY:

PA ID#:

CAT	DSR NO.	% OF WORK COMPLETED	EXPECTED COMPLETION DATE	AMOUNT SPENT TO DATE	DSR APPROVED AMOUNT	PROJECTED OVERRUN	PROJECTED UNDERRUN	COMMENTS
TOTALS								
GRAND TOTAL								

APPLICANTS AGENT

DATE _____

Page ____ of ____ Pages